

~~CONFIDENTIAL~~

6-3122

MEMORANDUM FOR: Assistant Director for Personnel
FROM : Chief of Logistics
SUBJECT : Appearance of [REDACTED] 25X1A6a

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1. Reference is made to your memorandum of 3 November 1954, relative to the appearance of the entrance, entrance hall and porch at [REDACTED]. I understand that on 12 November, you further discussed this subject with Messrs. [REDACTED] of the Logistics Office.

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2. The following positive steps have been taken to correct unsatisfactory conditions at [REDACTED]

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- a. On 10 November 1954, Public Buildings Service was requested to remove debris from the porch. As a result, this area was thoroughly cleaned by the Char Force on Monday, 15 November 1954.
- b. The PBS Superintendent indicated that representatives of his office will police the area to insure that group force and contractors' mechanics do not use the porch as a collection point for new equipment and/or debris. Representatives of the Space, Maintenance and Facilities Branch of this Office will take necessary steps to obtain the cooperation of Agency personnel in effecting good house-keeping practices.
- c. The PBS Superintendent has authorized painting of the porch, entrance and entrance hall of the building. The first and second floor headhouse corridors will also be painted if sufficient funds are available for this purpose. A request for painting was submitted to the Superintendent several months ago, but he held the request in abeyance pending completion of the air conditioning and utility wiring contract. Present indications are that painting will be started during the latter part of November 1954.
- d. The PBS Char Force will clean the areas mentioned in accordance with prescribed cleaning standards, i.e. trash removal every day, sweeping every third day, mopping and waxing every thirteen (13) weeks.

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Page #2

e. Arrangements have been made to improve the appearance of the entrance hall by the following:

1. Remove vending machines from the entrance hall and relocate them in the east stairwell nearest the hall.
2. Remove employee bulletin board from entrance and re-install in a less conspicuous location in the entrance hall.
3. Replace several varieties of directional signs with one uniform type.
4. Remove all posters which are not absolutely essential.
5. Replace seven (7) nondescript lighting fixtures presently installed in the entrance hall with two, two tube fluorescent type.

3. Please be assured that continuous efforts will be made to maintain an appearance which will favorably impress those who enter
[REDACTED] 25X1A6a

4. Under date of 15 November 1954, the Assistant Chief for Operations, LO, submitted a reply to the Executive Officer, Office of Personnel, concerning his request of 3 November 1954, for rugs and drapes in certain portions of [REDACTED]. A study is being made relative to the items requested. Upon conclusion of this study a memorandum will be forwarded to the Executive Officer advising him of the results.

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JAMES A. GARRISON

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LO/SM&F [REDACTED]/jl

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Executive Officer, PO

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